

## DHHS POLICIES AND PROCEDURES

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<b>Section V-(a):</b>	<b>Human Resources</b>
<b>Title:</b>	<b>Division of Health Benefits, Recruitment and Selection Policy</b>
<b>Current Effective Date:</b>	<b>04/01/19</b>
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### **Purpose**

The Division of Health Benefits (DHB) is committed to employ, in its best judgment, the most qualified candidates for the approved division positions while engaging in the recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of DHB to comply with all applicable federal and state laws and regulations prohibiting discrimination on the grounds of race, gender, color, age, disability, genetic information, religion, national origin or citizenship status or veteran's status in matter related to employment. All personnel decisions are made without regard to political affiliation, in accordance with 5 CFR 900.603(e) and (f).

The appropriate authorization is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

This policy applies to all current employees, former employees, and job applicants.

### **Policy**

All vacancies to be filled within the Division of Health Benefits will be posted a minimum of one day using the statewide applicant tracking system. Positions can be posted only through the statewide applicant tracking system but may also be advertised through other sources. These may include but not limited to: newspaper, internet advertising, internet searches, retained agency searches, or temporary agency searches.

### **Definitions**

Definitions below are in accordance with the Appointment Types policy.

**Fair Labor Standards Act:** All DHB employees are designated as either nonexempt or exempt under state and federal wage and hour laws.

**Non-exempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime. Employees are paid or will earn comp time at 1 ½ times the rate of their regular pay for hours over 40 worked in a work week.

**Exempt employees** are generally executives, managers, professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Exempt employees are exempt from overtime pay.

**Appointment Types:** DHB utilizes the following categories for both nonexempt and exempt employees:

**Full-time employees** are not in a temporary status and are schedule to work the Division’s full-time schedule of 40 hours. The employee may be exempt or nonexempt and is eligible for employment benefits.

**Part-time employees** are not in a temporary status and are regularly scheduled to work less than the regular full-time schedule. Part-time employees who are scheduled to work 20 or more hours per week are are eligible to participate in the division’s group insurance programs and various benefits on a prorated basis.

**Temporary employees** are hired as interim replacements to temporarily supplement workforce or to assist in the completion of a specific project and are temporarily scheduled to work for a limited time duration. Employment beyond any initially stated period does not in any way imply or change employment status.

## **Roles and Responsibilities**

Posting vacancies will be initiated by hiring managers and submitted to Human Resources. Human Resources will contact the hiring supervisor to determine the most effective methods of recruitment and selection. The HR Director, subject to final budget approval, is authorized to approve expenditures relating to the recruitment of potential employees.

Human resources will screen applications submitted through the applicant tracking system and will forward qualified candidates to the hiring supervisor / manager. The hiring supervisor / manager will identify the most appropriate candidates for interviewing.

Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. The HR department is available to advise hiring managers on interview techniques and final candidate selection. The HR department will conduct reference checks and pre-employment screenings on the selected final candidate. Upon the selection of the final candidate, the hiring manager and the HR department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.). The hiring manager will extend the verbal offer of employment to the candidate selected. The HR department will prepare a written offer of employment for the candidate. Upon receipt of an offer letter acceptance, signed by the candidate, the HR department will close out the requisition.

All interview notes of all applicants must be forwarded to the DHB Human Resources department for retention.

For questions or clarification on any of the information contained in this policy, please contact the DHB Human Resources Manager. For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).